

Secretary of State
Corporations Division
315 West Tower
#2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

CONTROL NUMBER: 0556205
EFFECTIVE DATE: 08/17/2005
JURISDICTION: GEORGIA
REFERENCE: 0170
PRINT DATE: 08/22/2005
FORM NUMBER: 311

LOUIS HARDCASTLE
3038 EVANS MILL RD.
LITHONIA, GA 30038

CERTIFICATE OF INCORPORATION

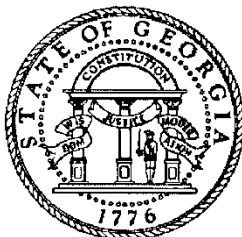
I, Cathy Cox, the Secretary of State and the Corporations Commissioner of the State of Georgia, do hereby certify under the seal of my office that

GEORGIA ASSOCIATION OF VETERAN CERTIFYING OFFICIALS, INC.
A DOMESTIC NONPROFIT CORPORATION

has been duly incorporated under the laws of the State of Georgia on the effective date stated above by the filing of articles of incorporation in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta and the State of Georgia on the date set forth above.

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A handwritten signature in black ink, appearing to read 'Cathy Cox'.

Cathy Cox
Secretary of State

**Articles of Incorporation
Of
Georgia Association of Veteran Certifying Officials**

ARTICLE 1

The name of the corporation is the Georgia Association of Veteran Certifying Officials

ARTICLE 2

The corporation is organized pursuant to the Georgia Nonprofit Corporation Code

ARTICLE 3

The street address of the registered office is 3038 Evans Mill Road, Lithonia, Georgia 30038.
The registered agent at such address is Louis B. Hardcastle. The county of the registered office is Dekalb.

ARTICLE 4

The name and address of each incorporator is:

Gary Harris (President)
1005 State University Drive
Fort Valley, Georgia

Patti Clark (Vice President)
NAS Atlanta
Marietta, GA 30060-5099

LaTonya Bonner (Secretary)
Clayton College
Morrow, GA 30260

Louis B. Hardcastle (Treasurer)
% Luther Rice Seminary, Inc.
3038 Evans Mill Road
Lithonia, GA 30038

ARTICLE 5

The corporation will have members.

ARTICLE 6

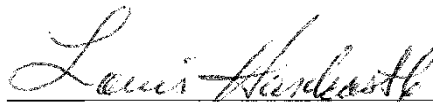
The principal mailing address of the corporation is 3038 Evans Mill Road, Lithonia, GA 30238.

ARTICLE 7

The governing document of the corporation shall be the Constitution and by-laws.

ARTICLE 8

IN WITNESS WHEREOF, the undersigned has executed these Articles of Incorporation.
This ninth day of August, 2005.



Louis B. Hardcastle, Treasurer

CONSTITUTION OF THE

Georgia Association of Veteran Certifying Officials (GAVCO)

ARTICLE I: NAME

The organization shall be named "The Georgia Association of Veteran Certifying Officials (GAVCO)"

ARTICLE II: EXECUTIVE BOARD

The Executive Board is the policy making body of the Georgia Association of Veteran Certifying Officials (GAVCO), and shall consist of the President, Vice-President, Secretary, Treasurer, Past President, VA Education Liaison Representative (ELR) and a Member at Large selected from the membership.

ARTICLE III: PURPOSE

- A. To promote the professional competency, cooperation and association of coordinators of Veterans Affairs programs and veterans certifying officials in colleges, universities, and other institutions of post-secondary education, government agencies, and job training providers concerned with the support, administration, and counseling of veterans educational program recipients.
- B. To assist colleges, universities, and other institutions of post-secondary education, government agencies, and job training providers to promote and develop effective programs for recipients of veterans educational benefits.
- C. To facilitate communication between educational institutions and sponsors of veterans programs through an exchange of ideas, information and experience.
- D. To promote such systematic studies, cooperative efforts, conferences, and other related activities as may be desirable or required to fulfill the purposes of this association.

ARTICLE IV: OFFICERS

SECTION I.

The Georgia Association of Veteran Certifying Officials (GAVCO) shall have the following elected officers:

- President
- Vice-President
- Secretary
- Treasurer
- Member-at-Large

For future officers, the Executive Board will seek the names of individuals interested as serving as officers no less than 30 days prior to the annual conference. After the meeting to review the list of candidates, the Executive Board will present its recommendations to membership during the conference. During the conference, nominations for office will also be accepted from the floor.

SECTION II.

The administrative responsibility of this association shall be vested in an Executive Board as defined in the By-Laws.

SECTION III.

The term of office shall be two (2) years beginning with the election at convention. The term begins at the conclusion of the convention.

SECTION IV.

Any officer may be removed by 2/3 votes by the members. Any officer may appeal in writing to the membership within 30 days for reinstatement to the association.

SECTION V.

Should the office of President become vacant, the Vice-President shall assume the responsibilities of the office.

SECTION VI.

Should the Office of President and the Office of Vice-President become vacant, the highest-ranking officers would call a meeting of the Executive Board to fill the vacancy or vacancies for the remainder of the current term.

SECTION VII.

Should any office become vacant, the President has the authority to appoint a person to fill the office pending approval of the Executive Board, only after Article IV, Section V has been invoked.

ARTICLE V: MEMBERSHIP

SECTION I.

- A. Regular membership shall consist of veteran certifying officials in colleges, universities, and other institutions of post-secondary education, government agencies, and job training providers concerned with the support, administration, and counseling of veterans educational program recipients within the State of Georgia.
- B. Honorary membership will consist of any person whom the Executive Board feels has made outstanding contributions to the advancement of veterans' programs.

SECTION II.

To remain in good standing a member's dues and fees must be paid as defined in Article IV.

SECTION III.

The fiscal year shall begin on July 1 and end on June 30.

ARTICLE VI: DUES AND FEES

SECTION I.

The Executive Board shall determine the annual dues per person annually.

SECTION II.

All dues must be current to maintain voting privileges. Delinquent dues will constitute loss of voting privileges. There will be a 30-day grace period whereby a person may pay his dues, regain voting privileges, and maintain membership. If, at the end of this period above, dues are not paid, membership will be forfeited.

SECTION III.

All educational institutions in the State of Georgia with an active Veterans' Club or organization may contribute a portion of funds raised by said organizations. If there is not an organization as mentioned above, or if there is an inactive club present, you may contribute individually or collectively.

ARTICLE VII: VOTING

SECTION I.

Each member having paid required annual membership dues has full voting privileges that being one (1) vote. (This is the only requirement for voting.)

SECTION II.

A quorum will be a majority of total membership present. A quorum will be required for all elections.

SECTION III.

No proxy votes allowed.

SECTION IV.

Election of officers shall be conducted by secret ballot. Elections will be by the highest total number of votes cast.

SECTION V.

Majority rule will be in effect on all other voting matters.

ARTICLE VIII: DUTIES OF OFFICERS

SECTION I.

The President shall:

1. Be Chief Executive Officer of the Georgia Association of Veteran Certifying Officials (GAVCO)
2. With the approval of the Executive Board, direct the budget
3. Be an ex-officio member of all state committees.

SECTION II.

The Vice-President shall:

1. Be the official representative of the President at all meetings which the President is unable to attend;
2. Be primarily responsible for liaison and coordination of legislative and public affairs;
3. Perform other duties as directed by the President.
4. Be responsible for the coordination of all efforts to increase the membership of the organization.

SECTION III.

The Secretary shall:

1. Be responsible for the minutes of all meetings including executive meetings;
2. Provide a copy of the minutes to membership;
3. Within 30 days following the annual convention, provide the membership a roster of names, addresses, and phone numbers of all members.

SECTION IV.

The Treasurer shall:

1. Record all financial transactions of GAVCO;
2. Make a quarterly report containing a list of all receipts and disbursements and the location of property these finances represent.

SECTION V.

The Member at Large is an elected position that will provide representation of the general membership. Persons elected to this position can attend the Board of Directors meetings but will not have voting privileges. The member at large will serve as the annual conference coordinator and will be responsible for membership training and professional development. The term of this position will be two years.

ARTICLE IX: AMENDMENTS

This Constitution may be amended by a two-thirds majority vote at a regularly scheduled meeting. An amendment may occur provided that it has been proposed in writing to the Secretary either by the Executive Board via a committee authorized by the association or by petition of any ten voting members of the association. Furthermore, any proposed amendment must have been posted to the GAVCO website and distributed electronically to the GAVCO membership via notification to the listserv at least 30 days before the vote is called by the Executive Board.

ARTICLE X: BY-LAWS

SECTION I.

Meetings of the entire membership shall be held annually during the Conference. Conference sites will be selected by the previous convention or at an Executive Board meeting. Periodic meetings may be called at the discretion of the Executive Board so as to address issues of concern.

SECTION II.

Charter members of the Georgia Association of Veteran Certifying Officials (GAVCO) are representative of:

STATE COMMUNITY COLLEGES

STATE TECHNICAL COLLEGES

TECHNICAL COLLEGE AND INSTITUTES

BUSINESS COLLEGES

FOUR-YEAR UNIVERSITIES

PRIVATE AGENCIES AND OTHER INSTITUTIONS